

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES REQUEST FOR STATEMENT OF QUALIFICATIONS

The Honolulu Police Commission, City and County of Honolulu, is seeking the professional services of a consultant in the categories of psychology or social science for an assessment center for the chief of police. These services will assist the Honolulu Police Commission in the selection process for the position of chief of police.

The scope of work under this solicitation will include:

1. Conducting an on-site job analysis, developing and conducting job-related assessment center and other tests as necessary.
2. To assess the qualifications of applicants.
3. Provide oral and written reports with recommendations to the Honolulu Police Commission on the assessment center and test results.
4. Provide all other services, including psychological examinations, incidental to and related to the foregoing.

Submittal Materials Requirement

1. Letter of interest
2. Information on the firm/consultant:
 - a) Name of the firm, the principal place of business, and location of all its offices;
 - b) The age of the firm and its average number of employees over the past five years;
 - c) The education, training, and experience during at least the past three years in the developmental and conduct of the chief of police assessment centers and qualifications of key members of the firm;
 - d) The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year; and
 - e) Any promotional or descriptive literature which the firm desires to submit.
3. Other pertinent information
 - a) Past performance on developing and conducting an assessment center and other tests;
 - b) Past performance on Selection and training of assessors for an assessment center;
 - c) Past performance on Psychological examinations;
 - d) Past Scope of work personally performed;
 - e) The population of the city or county for which the chief of police assessment center was designed.

Deadline

1. An original and three (3) hard copies of the submittal materials packet shall be submitted no later than **4:00 p.m. (H.S.T.), Friday July 17, 2009** to:

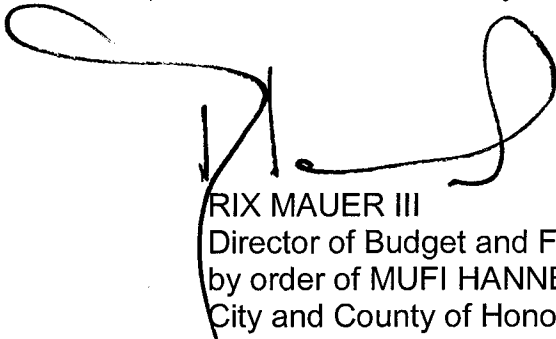
George Clemente, Executive Officer
Honolulu Police Commission
1060 Richards Street, Suite 170
Honolulu, Hawaii 96813

2. An electronic PDF document of the final submittal materials may also be e-mailed to gclemente@honolulu.gov (original and three hard copies are still required)
3. The contract for these services will be awarded to a person or firm that best demonstrates the ability to provide all the services required for the chief of police selection process.

Applicants shall be evaluated on the following criteria in descending order of importance:

1. Experience and professional qualifications relevant to this service;
2. Past performance of services of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies; and
3. Capacity to accomplish work in the required time.

Any inquiry regarding the above services shall be directed to George Clemente, Executive Officer, at (808) 723-7581, the above address, or by e-mail to gclemente@honolulu.gov.



RIX MAUER III
Director of Budget and Fiscal Services
by order of MUFI HANNEMANN, MAYOR
City and County of Honolulu

